

The 7Cs Data Tracking® Spreadsheet

As technology expands, the ways to track counseling activities continues to grow. For every piece of technology and for every software program available, there are multiple methods of data tracking available.

Dr. Tom Trotter and Kathleen Trotter have developed a system which expands on the ASCA National Model. Instead of three Domains (Academic, Career and Personal-Social), they suggest using seven domains (Academic, Career, Personal-Emotional, Social-Relational, Leisure-Recreational, Health-Nutritional, and Behavioral). Instead of 4 delivery systems (Guidance Curriculum, Individual Student Planning, Responsive Services and System Support), the Trotter's identify seven delivery systems (Counseling, Classroom, Consultation and Collaboration, Case Management, Communication, Coordination of Program and Continuing Education). There is a comparison of the two systems in the Appendix on p. 143. By more narrowly defining counseling activities, the school counselor who uses the 7Cs Model can more accurately identify and describe what they do and how they contribute to the school.

Of course every system requires a tracking method to summarize the information. The ASCA National Model advocates a Time & Task Analysis, and provides suggestions for the

amount of time spent in each Delivery System. This process can be done by hand, but can also be handled through more technological means. One way to track counseling activities is through the use of spreadsheets.

Chris McNaught has developed a 7Cs Data Tracking® spreadsheet. This spreadsheet, based on the 7Cs categories, tracks the professional school counselor's activities in seven **domains**, using seven **delivery systems**, and to seven **service recipients**. It also tracks gender, ethnicity, and grade level. Through the use of charts and graphs school counselors can summarize their activities and create graphical representations of their activities. Please see the Appendix pp. 135-143 for a more complete description of the 7Cs Model.

Data tracking information, whether collected through technological means or by hand, can be used when schools create their Student Service Personnel Accountability Report Card (SSPARC). The SPARC has a section for schools to show their progress toward goals, through the use of data. For more information on this tool please see Appendix pp. 156-157.

For additional information regarding the 7Cs Data Tracking® spreadsheet, contact Chris McNaught by e-mail at mcnaught.chris@gmail.com.